

PSN ENGINEERING COLLEGE

Melathediyoor, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

Website : www.psnec.ac.in Email : principal@psnec.ac.in

☎ 04634-279078, 279079 Fax : 04634-279078



Lr:No:-PSNEC/2020-2021/IT/Training/PL-05

Date: 12.11.2021

PERMISSION LETTER

Respected Sir,

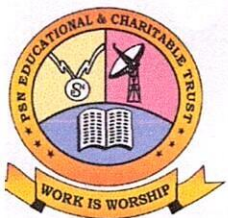
Department of IT is planned to conduct a **TRAINING PROGRAM ON “MS OFFICE FOR NON TEACHING STAFF”** for all Non Teaching staff on **17.11.2021”**.

Kindly give your valuable permission for conducting the Guest Lecture on the above said date.

Thanking you,


22/11/21
HOD /IT


PRINCIPAL
Dr. M.S. RAVIKUMAR
Principal
PSN ENGINEERING COLLEGE
Melathediyoor, Palayamkottai
Tirunelveli - 627 152



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Lr:No:-PSNEC/2022-23 /IT/Training/CL- 05

Date: 15.11.2021

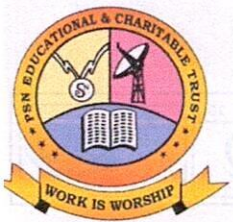
CIRCULAR

It is informed with great pleasure that the Association of B.Tech IT is organizing a one day **TRAINING PROGRAM ON “MS OFFICE FOR NON TEACHING STAFF”** at Seminar Hall, PSNEC for all Non Teaching staff scheduled on 17th NOV - 2021. Non Teaching staffs are asked to make their active participation on the training without fail.

CC TO

1. Director
2. Director (IQAC)
3. All Department HOD's
4. Physical Director
5. Librarian
6. Warden

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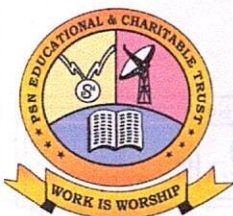


REPORT ON TRAINING PROGRAM ON MS OFFICE FOR NON TEACHING STAFF

Name of the Program	Training Program on MS Office
Conducted on	17 th NOV 2021
Duration	1 Day
Venue	Seminar Hall, PSN Engineering College, Melathediyoor
Number of Participates	20
Resourse Person	Ms.NANTHINI, Assistant Professor Of The Department Of Computer Science And Engineering, Melathediyoor, Tirunelveli.
Objectives of MS Office	Ms word enables users todo write-ups, create documents, resumes, contracts, ets. This is one of the most commonly used programs under the Office suite.

Training Program was organized by the Department of Information Technology on 17th NOV 2021. Director **Dr.N.PRABHU**, HOD **Mr.S.Justin Samuel** , Chief Guest **Ms.NANTHINI**, Assistant Profesor of the Department of Computer Science and Engineering, **PSNEC Melathidiyoor**, along with our Staff.

Guest Lecture was started with Tamil Thai Vazhthu Continued by Welcome address by **Ms.S.Jenisha(AP/IT)**, Felicitation Address by **Mrs.Jenifer(AP/IT)** and Our Guest **Ms.NANTHINI** (Assistant Professor) gave a hands on Training on the topic “**TRAINING PROGRAM ON MS OFFICE FOR NON TEACHING STAFF**”. With this we come to the end of program by National Anthem.



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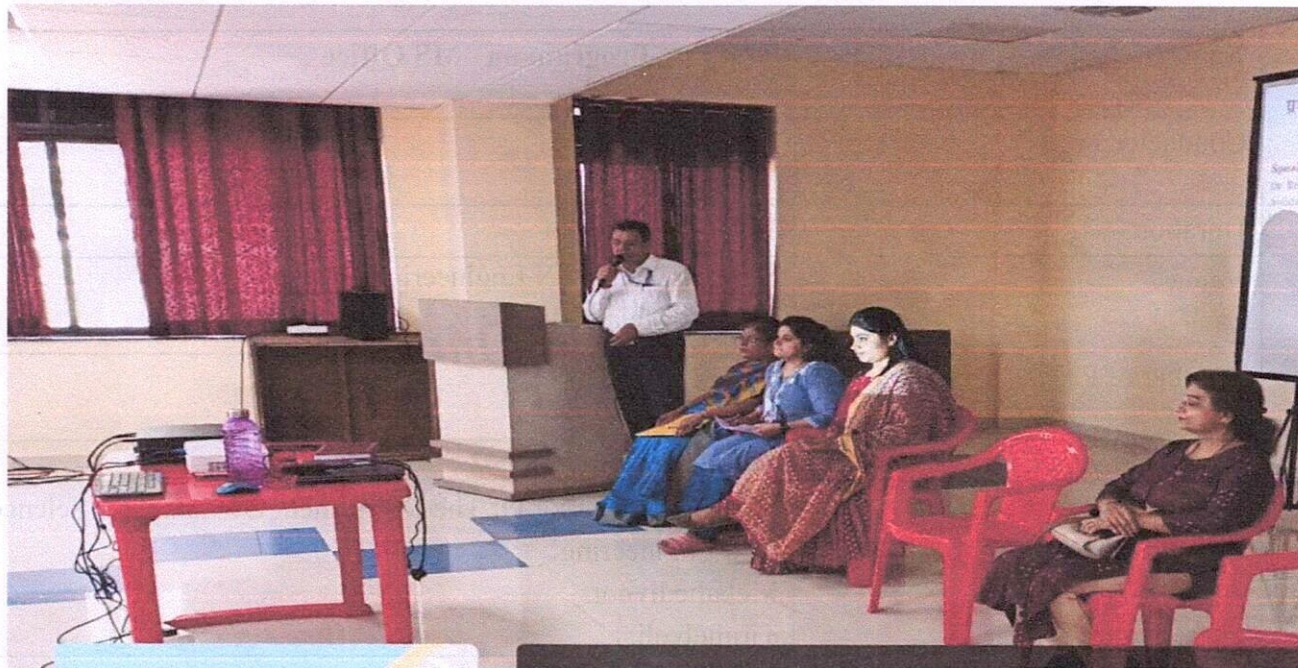
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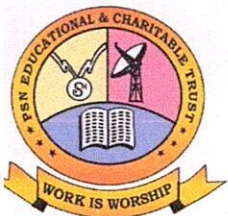
Photo copies:



The guest delivered a special talk on TRAINING PROGRAM ON “MS OFFICE FOR NON TEACHING STAFF” Training conducted on 17th nov -2021



Non Teaching Staff actively participated Training conducted on 17th NOV -2021



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SUMMARY :

1. Training Conducted On 17th Nov -2021 for Non Teaching Staff.
2. Totally 25 Non Teaching Staff Participated In Training.
Training Was Held On The Topic **TRAINING PROGRAM ON “MS OFFICE FOR NON TEACHING STAFF”**.
3. Non Teaching Staff Gained More Knowledge that how to establish their level of Experience with each microsoft office skills.

Remi
22/11/21
In-charge

for
22/11/21
Coordinator

[Signature]
24/11/21
Director
(IQAC)

[Signature]
24/11/21
Principal
Dr. M.S. RAVIKUMAR
Principal
PSN ENGINEERING COLLEGE
Melathediyoor, Palayamkottai
Tirunelveli - 627 152

Dr G Satish Pandian
Professor of Mech & Auto
Director - IQAC
PSN Engineering College,
Tirunelveli 627152